[Insert Date]

To Whom it May Concern:

This letter is to address the employment of [insert Name] at [Organization Name].

[Insert Name] began at [Organization Name] in the position of [insert position] on [insert date]. [Insert Name] brought [insert specifics: a positive, hard-working attitude and a willingness to learn and grow etc.] If the employee advanced/was promoted to a more senior position you could also discuss that: Example: [Insert Name] proved to be X and was therefore promoted to the position of X on [insert date or approximate timeframe].

During their time with us, [insert Name] had a wide variety of responsibilities including [insert: examples: managing customer service, greeting our customers, etc.].

AND/OR

[insert some information about what the employee did well/how they helped your organization Examples:

* helped out with X,Y,Z
* was instrumental in revamping our service processes
* handled our customers professionally and competently]

Most notably, [Insert Name] [insert information about the employee's strengths: Example: is a team player who is always willing to help a colleague or take on a task that needs to be completed. Fast learner, committed, adaptable...etc.]

I would not hesitate to recommend [Insert Name] and wish them all the best in their future endeavors.

If you have any questions, please do not hesitate to contact me for clarification.

Sincerely,

[Name]

[Position]

[Organization Name]

Phone: [add]

Email: [add]